

# ***MDEStat Meeting*** ***October 25, 2010***



---

Shari T. Wilson, Secretary

Sue Battle-McDonald, Stat Director

# **Table 1: Training Targets and Progress**

Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Target Completion Date
Domestic Violence	973	798	2/17/11
Progressive Discipline	242	239	11/17/10
Recruitment and Hiring	242	237	12/07/10
Sick Leave	242	239	12/07/10
PEP	242	237	12/07/10
EEO	242	195	12/07/10
ADA	242	226	12/07/10
Management Training- Skillsoft or BCCC	242	172	12/31/11
Driver Improvement	As Needed	792	6/30/10
Travel (State Guidelines)	As Needed		Provided as Needed
Accountability (to include Contract Management Overview)		TBD FY 11	

## ***Table 2: Small Business Reserve, U00B0400046 Authorizations, June 8, 2010 to Present***

---

Purchase Order #	Vendor	Dollar Amount
U00P0401422	CLM	\$72,384
U00P1400035	CLM	\$46,400
U00P1400218	Chesapeake Environmental Mgmt.	\$130,000

## **Table 3: Utilization of Teleworking and Compressed Work Week Options**

Administration	Number of Employees	Number of Employees Recorded as Regularly Teleworking	Number of Employees Regularly Working CWW Schedules
ARMA	163	28	6
ASA	44	1	8
LMA	230	5	19
OS/CO	132	9	20
SSA	89	6	2
WMA	262	17	59
Total	920	66	114

## **Table 4: MDE Energy Consumption, KW/hr Reductions Compared to 06/07 Baseline**

Goals (reductions from the 06/07 baseline): 5% by CY09 10% by CY10 15% by CY15						
	2006/7 Baseline	2008/9 Usage	Δ	2009/10 Usage	Δ	
September	447,300	459,900	+3%	397,600	-15%	
October	395,500	377,300	-5%	367,500	-11%	
November	317,800	308,000	-3%	280,000	-21%	
December	332,500	289,100	-13%	273,700	-13%	
January	349,300	296,100	-15%	280,700	-20%	
February	338,100	260,400	-23%	248,500	-27%	
March	339,500	290,500	-14%	267,400	-21%	
April	353,500	308,700	-13%	313,600	-11%	
May	381,000	330,400	-13%	336,700	-12%	
June	405,700	401,100	-1%	361,900	-11%	
July	451,500	406,700	-10%	399,000	-12%	
August	468,300	442,400	-6%	427,000	-9%	

## ***Table 5: MDE Facility Requests Processed July 1-September 30, 2010***

---

Types of Requests	Number of Work Orders Created
Parking Lot Gates	18
Electrical/ Lighting	46
Elevators	0
HVAC	36
Housekeeping	20
Supplies (Restroom/ Breakroom)	5
Plumbing	21
Leaks	4

**Table 6: MDE HELP DESK CALLS from July 1, 2010 to September 30, 2010**

	# of Help Desk Calls Received	# of Help Desk Calls Closed	Percentage of Calls	Number of Calls Closed <= 1 business day	Number of Calls Closed 2 to 5 business Days	Number of Calls Open >5 Business Days
ARMA	560	554	17%	418	136	0
ASA	667	663	20%	515	148	0
LMA	559	548	17%	401	146	1
OS/CO	373	370	10%	292	78	0
SSA	377	353	11%	266	86	1
WMA	851	830	25%	650	180	0
<b>TOTAL</b>	<b>3,387</b>	<b>3,318</b>	<b>100%</b>	<b>2542</b>	<b>774</b>	<b>2</b>

3  
3  
1  
8

